



**THE HONORABLE MARCIA S. KRIEGER**

**United States District Court**

**District of Colorado**

Alfred A. Arraj U.S. Courthouse

901 19<sup>th</sup> Street, Rm. A941

Denver, Colorado 80294

303-335-2289

krieger\_chambers@cod.uscourts.gov

January 14, 2004

Via Hand-delivery

John W. Suthers  
United States Attorney for the District of  
Colorado

Raymond P. Moore  
Acting Federal Public Defender

Richard Miklic, Chief  
United States Probation

U.S. Marshal Ed Zahren  
United States Marshal Service

**Re: Procedure for Scheduling Change of Plea Hearings**

Dear Messrs Suthers, Moore, Miklic and Zahren:

Thanks to you and your staffs for working with my change of plea procedure over the last two years. In order to improve our efficiency, I have decided to change the procedure with regard to scheduling of such hearings. Effective February 1, 2004, rather than counsel selecting and including the change of plea hearing date and time in the notice of disposition, they should simply file the notice of disposition. An order will issue setting the hearing. **Change of plea and sentencing hearings will continue to be held on Monday mornings** (or Tuesday mornings when there is a public holiday).

Thank you for your past and future cooperation.

Very truly yours,

A handwritten signature in black ink that reads "Marcia S. Krieger".

Marcia S. Krieger

cc: *United States District Court for the District of Colorado - Home Page*